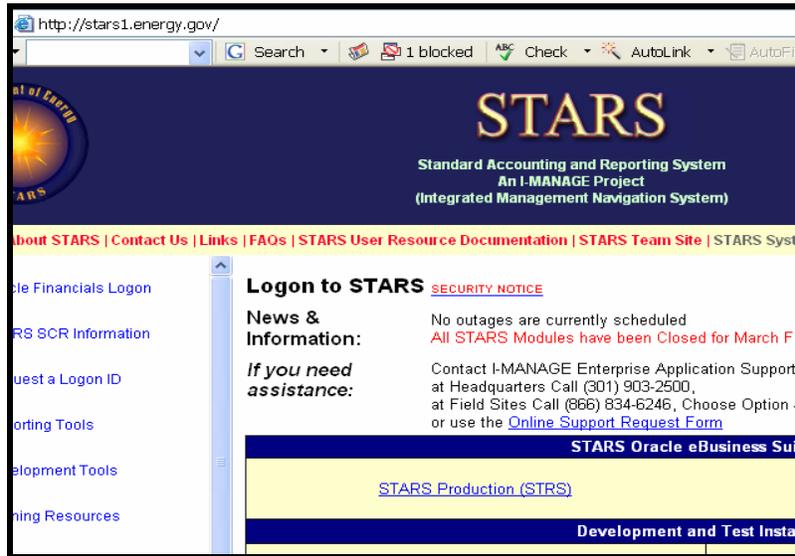


Accessing the STARS Custodial Activity Statement

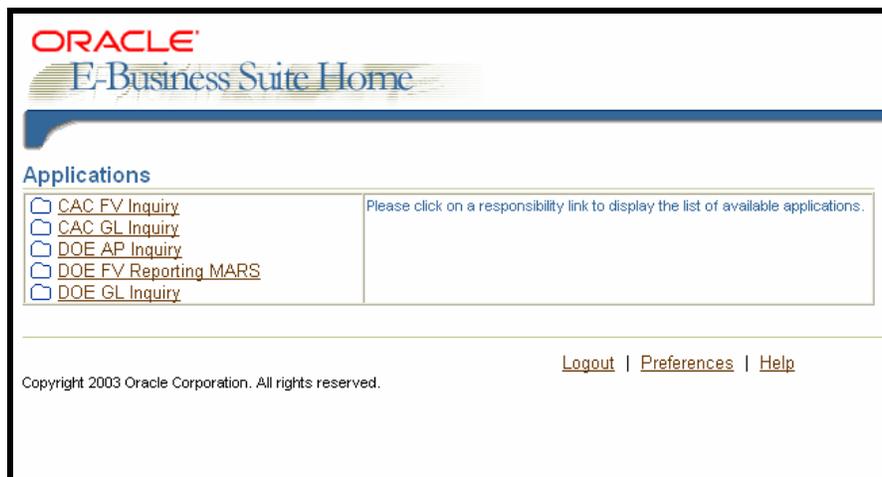
1. To access STARS go to the website: <http://crinfo.doe.gov/officedocs/cf40/stars/> and click on STARS Production (STRS).



2. You will get the login screen as shown below. You must click on the Login button

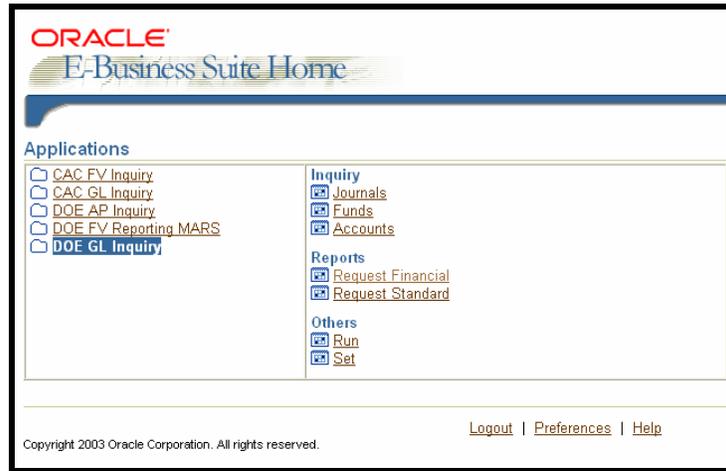


3. At the ORACLE E-Business Suite Home screen select GL Inquiry from the Application screen.

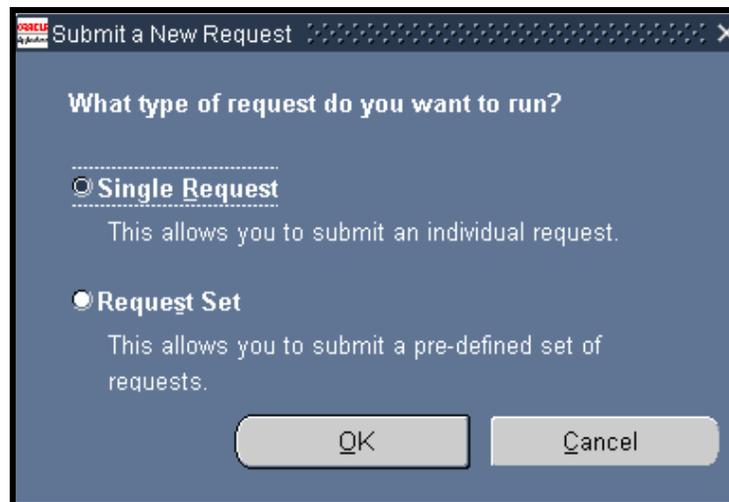


Accessing the STARS Custodial Activity Statement

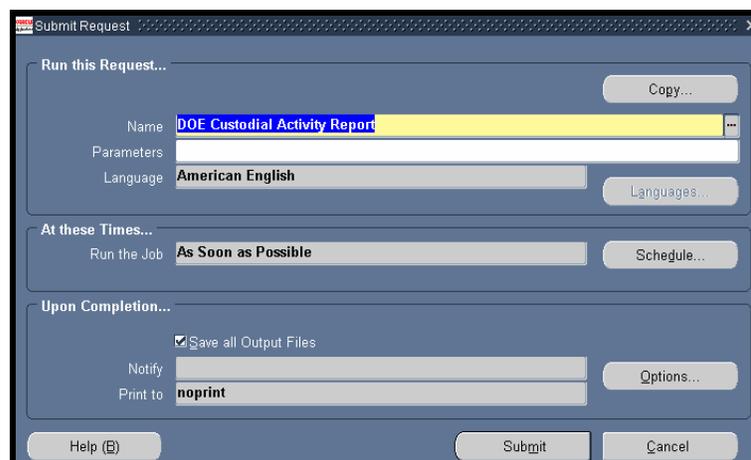
- Under “Reports” click on Request Standard.



- Ensure that the “Single Request” radio button is selected on the Submit a New Request screen and click OK.



- Enter “DOE Custodial Activity Report” in the name field. Press Tab.



Accessing the STARS Custodial Activity Statement

7. **DO NOT CLEAR** the Parameter screen but input the following parameters:
 - a. Period Year “2006”. Press Tab.
 - b. Period Name “MAY-06”. **NOTE:** the Period Name must not go beyond the Summary Table Loaded Thru field. Press Tab three times.
 - c. Enter your allottee in the “Allottee – Low” box. The “Allottee – High” box is automatically populated. Allottee 01 is used as a sample.
 - d. Tab past the Show Consolidated Schedules box which is **ONLY** used by HQ. To get a more detailed report. See step F below.

Parameters

Row Set: DOE Stmt of Cust Activities

Totals Value Set: DOE_CUST_ACTIVITY_TOTALS

Period Year: 2006

Period Name: MAY-06

Summary Table Loaded Thru: MAY-06

Fund - Low: []

Fund - High: []

Fund - Parent: []

Allottee - Low: 01 NS - NNSA Office of Field Financial Management

Allottee - High: 01 NS - NNSA Office of Field Financial Management

Reporting Entity - Low: []

Reporting Entity - High: []

Reporting Entity - Parent: []

Show Consolidated Schedules: No

Group by Breakdown: NONE No Group Sort

OK Cancel Clear Help

- e. To utilize options of the last two ranges click on the ellipsis (...) box to get the LOV (List of Values). You can group your report by Fund, Allottee, or Reporting Entity and or have Lines Breakdown by SGL (this option appears after you tab). If you list all funds for your allottee there will be a summary total page that follows.

Group by Breakdown

Find %

Group by Breakdown	Description
ALLOTTEE	Group by Allottee
FUND	Group by Fund
NONE	No Group Sort
REPORTING ENTITY	Group by Reporting Entity

Find OK Cancel

8. Press OK. This will take you back to the Submit Request screen.

Accessing the STARS Custodial Activity Statement

9. Click on Submit and you will get the Request screen. Click the Refresh Data button periodically until your report is completed. There should be a blue bar next to your report with the corresponding Request ID number.
10. Click on the View Output button after the report Phase indicates “Completed” and the Status is “Normal”.
Note: To locate and run your report later click on View from the Menu bar and select Requests. Ensure that the “All My Requests” radio button is selected and click Find.

Request ID	Name	Parent	Phase	Status	Parameters
1354567	DOE Custodial Activity Re		Pending	Normal	DOE Stmt of Cust Activities, DOE_C
1354555	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-06, J
1354548	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, SEP-04, JUN-06
1354543	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, MAY-06, MAY-06
1354520	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-06, J
1354516	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-06, J
1354492	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-06, J
1354488	Status of Funds (Custom)		Completed	Normal	2, 50249, 4, 50559, 00250, 00559, 31
1354464	DOE GL Summary Debit		Completed	Normal	JUN-06,
1354455	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, SEP-04, JUN-06

11. On the Request screen click View Output. Below is what a copy of the custodial activity report will display as.

Accessing the STARS Custodial Activity Statement

12. Click File on the menu bar and select Save As. Then you can print your report.

